



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8453

APPLICATION FOR ZONING REVIEW

(PLEASE PRINT)

DATE: _____

You must submit three (3) sets of plans (site plan, floor plans & elevations) prepared by a registered design professional AND application fee (\$50) with this application. Please allow up to 5 business days for review. A written response will be mailed to the applicant after the review is complete.

Applicant's Name _____

Applicant's Address _____

Applicant's Phone (_____) _____

() Owner () Contractor () Design Professional () Other _____

Property Owner's Name, Address and Phone No. (if other than above) _____

Location of Subject Property:

NO. _____ Street _____ Suite/Unit _____

Assessor's Locator #: _____ Subdivision: _____

Application is made for:

() New Building () Addition () Other

Describe nature of work and specific location on building or site _____

Zoning District: _____

Does the project require a Zoning Variance? () Yes () No () Unsure

If YES, please describe the variance needed and why _____

Architect _____

Engineer _____

Contractor's Name _____

Contractor's Address _____

City _____ State _____ Zip Code _____ Phone (____) _____

I hereby certify the above information is correct and that I am the legal owner of the property or have been authorized by the owner to make application for the work described above.

Property Owner Signature _____ Date _____

Please Print Name _____

CHECKLIST

- _____ Three (3) copies of a current boundary survey (signed and sealed) depicting (with dimensions) the lot size and all currently existing improvements
 - A boundary survey of the subject lot should be made and the property corners should be located and verified or reset. The improvements on the property should be located and any encroachments onto or from the subject property should be determined. The survey shall meet "Minimum Standards for Property Boundary Surveys."
- _____ Three (3) sets of a Site Plan based on the accurate and current boundary survey accurately depicting the lot size, existing improvements, and the proposed improvements.
- _____ Location map showing north arrow.
- _____ Scale for Site Plan shall be minimum of 1"=20'-0".
- _____ Location and identification of all easements (existing and proposed).
- _____ The Site Plan should accurately depict all setback lines.
- _____ The Site Plan should accurately depict exact variance request with lines and dimensions as measured from the required setback lines and property lines.
- _____ Sketch elevation(s) depicting each façade, and the proposed improvements.
- _____ The seal, signed and dated, of the licensed person who prepared the drawing or under whose immediate personal supervision the drawing has been prepared.
- _____ Plans are to be folded to approximate 8 ½ x 11 or 8 ½ x 14 in size (print side out).